



**CITY OF LOS ANGELES
DEPARTMENT OF RECREATION & PARKS
MOBILE STAGE RESERVATION FORM**

REVISED: 07/21/16

Name of Event: LA FLEET WEEK **Date/Hours of Event:** Thursday, SEPTEMBER 1, 2016
Event Location: 7th & Centre Streets **Type of Event:** Free Public Event
San Pedro, CA 90731
Contact Person: Andrew Post Benson **Organization:** City of Los Angeles, Harbor Dept.
Contact Phone: Office: (310) 732-7667 **Contact Email:** abenson@portla.org
Cell: (310) 291-8381
Who will be paying for all associated stage fees?: Harbor Department

Do you have electrical power for the stage? Yes No X

If no, is a generator needed? Yes X No

Is a PA/sound system needed? Yes No X

RESERVATION FEES

One-day use:	\$ 500.00
Each additional day:	\$ 150.00
Maintenance/Clean Up:	\$ 40.00
First time site inspection:	\$ 35.00
Stage extension, each:	\$ 6.00
Sound system, per day:	\$ 25.00
Refundable damage deposit:	\$ 500.00
Estimated labor:	<u>TBD</u>

If another City department will be paying, please provide the following information so we may do an Interdepartmental Transfer of Funds:

Billing Contact Name: Andrew P. Benson
City Department: Harbor
Full Street Address, inc. Zip: 425 S. Palos Verdes Street, 5th Floor, San Pedro, CA 90731
Phone #: (310) 732-7667
Fax: (310) 547-4611
City Mail Stop: 260

INSURANCE (Non-City Sponsored Events)

Shall be provided by Lessee on all events in the amount of \$2,000,000 General Liability.
Lessee must provide proof of insurance when making reservation.

Form must be returned within five (5) working days, or your reservation may be subject to cancellation.
Please return completed form by email, or fax to (818) 547-1150.

For more information, please call Rob Simanovich or Debbie Miller at (213) 485-6821.